

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5216

TITLE: PLANNER I

GRADE: S-20

DEFINITION:

Under close instructional supervision, performs entry-level technical tasks in support of routine, less complex and narrow in scope planning and zoning work (e.g., works on small sites with little impact, work does not involve multiple applications, proffers, or involve special restrictions); assists higher level planners in the completion of projects and assignments; serves as a trainee under the close supervision of the Branch Chief; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Planner I is the entry-level class in the Planner series. The Planner I class is distinguished from the Planner II in that the Planner I performs planning and zoning work which is, and will continue to be, more routine, less complex and narrower in scope; assist higher level planners and serves as a trainee whereas the Planner II assumes independent responsibility for final work products requiring research, interpretation and judgment.

ILLUSTRATIVE DUTIES:

Reads, reviews, interprets the Zoning Ordinance, the Comprehensive Plan, site/subdivision or similar plans, and other technical documents, data, and reports;

Assists other Planners in the series in the collection, compilation, and evaluation of research data relating to land use, zoning, environmental planning, public facilities, and information technology;

Assists others in the Planner series in the writing and production of complex reports and, with experience and training, may have primary responsibility for writing reports involving less complex issues;

Assists others in the Planner series in the design and completion of special studies or assignments which may involve land use, zoning, environmental planning, public facilities, and/or information technology and, with experience and training, may have primary responsibility for less complex special projects;

Reviews zoning applications for compliance with submission requirements, enters data and maintains County computer databases and records relative to applications;

Attends public hearings and similar meetings with higher level Planners;

Assists in preparation for meetings and completes follow-up tasks;

May present less complex cases at public hearings or similar meetings depending on experience and training;

Responds to questions from other County staff, the public, and others; conducts site visits and other research, as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of the principles of urban planning and zoning;

Ability to read, comprehend, and interpret documents relating to land use, zoning, environmental planning, public facilities, and information technology;

Ability to write, proofread, edit, and rewrite documents effectively and to produce accurate final documents;

Ability to analyze and evaluate land use and development plans and to form sound, practical recommendations;

Ability to use a computer to access, create, enter, and retrieve information, to conduct research, and to perform basic word processing and spreadsheet operations;

Ability to establish and maintain good working relationships with co-workers, elected and appointed officials, development representatives, and citizens;

Ability to speak effectively before individuals, citizen groups and public bodies;

Ability to assume progressively increased responsibility for assignments;

Ability to manage time, competing assignments, and deadlines effectively and to apply consistently sound judgment.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited, four-year college or university in a planning-related field.

CERTIFICATES AND LICENSES REQUIRED:

None

REVISED: June 29, 2004

ESTABLISHED: January 12, 1981